



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
MARINE CORPS SCHOOLS  
PSC Box 20004  
Camp Lejeune, North Carolina 28542-0004

BO 1320.6D  
BADJ

**31 MAR 1997**

## BASE ORDER 1320.6D

From: Commanding General  
To: Distribution List

Subj: COMMAND SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11E

Encl: (1) Sponsorship Request Form  
(2) Sample Cover Sheet for Sponsorship Request Form  
(3) Sample Welcome Aboard Letter  
(4) Sample Sponsorship Coordinator Letter  
(5) Sample Command Sponsor Assignment Letter - Officer  
(6) Sample Command Sponsor Assignment Letter - Enlisted

1. Purpose. To establish a Command Sponsorship Program in accordance with the reference.

2. Cancellation. BO 1320.6C.

3. Information

a. The sponsorship program is designed to aid in a smooth transition from the old duty station to the new duty station. It is intended to provide information pertinent to planning the movement of families and household effects and to provide information on availability of government and public quarters.

b. Personnel in the ranks of E-1 through E-6, WO-1 through CWO-2, 0-1 through 0-3, and all overseas accompanied personnel will be assigned a sponsor. All other personnel in grades not listed above will be assigned a sponsor upon request. Based on the impracticality of assigning sponsors in advance of arrival to students from military occupational specialty producing schools, sponsorship requirements will be carried out by the respective gaining section/organization upon arrival.

c. The sponsorship program also provides the means through which the families of deploying Marines can be kept in contact with the Marine Corps. Marines assigned to overseas unaccompanied tours are provided the opportunity to register their family members with the appropriate Regional Family Service Center if desired.

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d. Examples of the type of assistance a sponsor may provide include:

(1) Making reservations at the Hostess/Guest House for incoming Marines, and Marines with families.

(2) Assisting in locating suitable off-base housing in coordination with the Base Housing Referral Office.

(3) Providing orientation of Base activities and new duty assignment throughout the check-in process.

4. Action

a. Commanding Officers will:

(1) Designate in writing an enlisted unit sponsorship coordinator for their command. Provide a copy of the letter of designation to the Base Military Personnel Officer.

(2) Ensure that enclosure (1) is provided to designated Marines listed in paragraph 3b when notification is received of impending PCS orders. Married or single parent Marines with school age children will also be provided with a Family Registration Form (enclosure (2) of the reference) and a Youth Sponsor Request Form (enclosure (3) of the reference). Enclosure (2) is a sample cover sheet to accompany enclosure (1), the Family Registration Form, the Youth Sponsorship Request Form, as applicable. Assist transferring Marines in the preparation and mailing of all applicable sponsorship forms.

(3) Provide assistance as needed in completing all appropriate forms and mail to either the new duty station or Regional Family Service Center, as requested.

(4) Ensure that the Marine is aware of the reference library maintained by the Family Service Center. This library contains a copy of every Marine Corps installation's "Welcome Aboard" package as well as the Standard Installation Topic Exchange System (SITES) computer printout of Camp Lejeune and all other Department of Defense installations and is available upon request.

(5) Establish follow-up procedures to ensure transferring Marines have been assigned a sponsor no later than 60 days before transfer, or as soon as practical.

(6) Establish command check-out procedures requiring transferring Marines to report to the Family Service Center sufficiently in advance to attend a mandatory relocation workshop.

(7) Upon receipt of a sponsorship coordinator letter (enclosure (4)), utilize enclosure (5) or (6) and assign a sponsor of the same grade and marital status, if available. Provide a copy of the sponsorship assignment letter to the Assistant Chief of Staff, Manpower (for officers), or Base Military Personnel (for enlisted).

(8) Ensure command sponsors are provided a copy of the sponsorship request form and sponsorship checklist (enclosure (9) of the reference). Ensure command sponsors review enclosure (6) of the reference and initiate correspondence to the incoming Marine within 72 hours after notification of assignment as a command sponsor.

(9) Establish command check-in procedures to ensure all incoming Marines check-in with the Family Service Center and attend a mandatory Welcome Aboard/Newcomer's Orientation brief.

(10) Ensure a sponsorship questionnaire (enclosure (8) of the reference) is filled out by all incoming Marines and retained on file for two years. The sponsorship questionnaire will be inspected as part of the command inspection program.

b. The Assistant Chief of Staff, Manpower will:

(1) Designate in writing a Base sponsorship coordinator who will be the primary point of contact for sponsorship matters concerning officers.

(2) Upon notification and verification of inbound officers, prepare and send a Welcome Aboard letter to the Marine utilizing the format in enclosure (3).

(3) Upon receipt of a request for sponsor, prepare a command sponsorship letter utilizing the format contained in enclosure (4) and forward to the respective commanding officer.

c. The Base Military Personnel Officer will:

(1) Designate in writing a Base sponsorship coordinator who will be the primary point of contact for sponsorship matters concerning enlisted Marines.

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(2) Upon notification and verification of inbound enlisted Marines, prepare and send a Welcome Aboard letter to the Marine utilizing the format in enclosure (3).

(3) Upon receipt of a request for sponsor, prepare a command sponsorship letter utilizing the format contained in enclosure (4) and forward to the respective commanding officer.

d. Director, Family Service Center will:

(1) Assist commands as requested.

(2) Coordinate youth sponsorship requests.

(3) Conduct Welcome Aboard/Newcomer's Orientation briefs and relocation workshops.

(4) Maintain a library of information on Camp Lejeune, the local area, and all other Marine Corps bases and Department of Defense installations.

f. Sponsorship Coordinators:

(1) Assistant Chief of Staff, Manpower, and Base Military Personnel, Base sponsorship coordinators are designated members of the Camp Lejeune Family Readiness Advisory Council (FRAC) and Relocation Assistance Coordinating Committee (RACC).

(2) Unit sponsorship coordinators will receive indoctrination briefings by the Family Readiness Program Coordinator on the services that are offered by the Family Service Center.



J. T. MURRAY  
Chief of Staff

DISTRIBUTION: X CAT I and A-1 CAT II

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## SPONSORSHIP REQUEST FORM

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Privacy Act Statement

Public Law 93-579 (The Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: Authority for soliciting the below listed information is 5 U.S.C. 301. Purpose for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is voluntary; this information will help the Marine Corps Personnel Sponsorship Program to adequately support you. PLEASE COMPLETE ALL BLOCKS AND RETURN TO THE ADDRESS BELOW.

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1. NAME:

RANK:

SSN/MOS:

2. COMMAND ADDRESS:

3. WORK TELEPHONE NUMBER:

4. CURRENT HOME ADDRESS:

5. CURRENT HOME TELEPHONE NUMBER:

6. ESTIMATED DETACHMENT/ARRIVAL DATE:

7. LEAVE ADDRESS AND TELEPHONE NUMBER:

ENCLOSURE (1)

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8. MARITAL STATUS:

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9. SEX AND AGE OF CHILD(REN) WHO WILL BE ARRIVING WITH YOU:

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10. ANTICIPATED MODE OF TRAVEL:

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11. ARE YOU AN EXCEPTIONAL FAMILY MEMBER SPONSOR (EFMP):

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12. I (DO) (DO NOT) DESIRE GOVERNMENT QUARTERS (UNLESS MANDATED BY BASE POLICY). MY FAMILY SIZE WILL REQUIRE (2, 3, OR 4 BEDROOMS), (CIRCLE ONE). I (HAVE) (HAVE NOT) FORWARDED AN APPLICATION FOR AN ASSIGNMENT TO MILITARY FAMILY HOUSING, DD FORM 1746 TO THE HOUSING OFFICE.

13. I HAVE \_\_\_\_\_ DOG(S) AND \_\_\_\_\_ CAT(S).

14. INFORMATION REQUESTED:      YES              NO

SCHOOLS	( )	( )
BASE HOUSING	( )	( )
OFF-BASE HOUSING	( )	( )
PET REGULATIONS	( )	( )

15. SPECIAL REQUESTS:

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RETURN TO:

BASE MILITARY PERSONNEL  
ATTN: SPONSORSHIP COORDINATOR  
MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

ENCLOSURE (1)

SAMPLE COVER SHEET FOR SPONSORSHIP REQUEST FORM

From: Commanding Officer  
To:

Subj: COMMAND SPONSORSHIP PROGRAM

1. The sponsorship program is designed to assist transferring Marines and their families. The command to which you are being transferred to is ready to assist you in overcoming any difficulties you may encounter at your new location.
2. If you are being transferred overseas on an accompanied tour, you will have a need for assistance from your new command to prepare for the relocation and to overcome unanticipated problems upon arrival. Therefore, your participation is required.
3. If you are transferring to a duty station within the United States, or on an unaccompanied overseas tour, participation in the sponsorship program is voluntary. However, you are encouraged to participate to take advantage of the assistance available to get your new tour off to a smooth start.
4. If you are being transferred on an unaccompanied tour and your dependents will be relocating to a residence geographically isolated from a Marine Corps installation, you may register them with a regional Family Service Center. By using toll free information/referral telephone lines, your family can receive timely advice, guidance, and assistance during the period you are away. If residing east of the Mississippi River, except in the state of Wisconsin, call 800-336-4663 (Virginia residents call collect to 703-784-2650). If residing west of the Mississippi River, including the state of Wisconsin, call 800-253-1624 (California residents call collect to 619-725-5361).
5. If you intend to participate in the sponsorship program, either on a voluntary or required basis, you are requested to complete the Sponsorship Request Form or Family Registration Form and return it to \_\_\_\_\_.  
The form will be forwarded to your new duty station and/or regional Family Service Center, as appropriate. Your new command will provide a sponsor who will directly correspond with you and provide the requested information. You are encouraged to communicate directly with your sponsor.

ENCLOSURE (2)

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6. I sincerely hope that this program will prove beneficial to you and your family.

//COMMANDING OFFICER//

ENCLOSURE (2)



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## SAMPLE WELCOME ABOARD LETTER

1300  
PERS

Corporal John H. Doe  
Marine Wing Support Squadron 172  
1st Marine Aircraft Wing, MARFORPAC  
FPO AP 96603-7206

Dear Corporal Doe,

Congratulations on your orders to Marine Corps Base, Camp Lejeune. The Commanding General's fervent desire is to make this reassignment as smooth and comfortable as possible. In order to assist in this transition, Marine Corps Base has developed a sponsorship program where a Marine peer will be assigned to personally guide and assist you in your move and check-in process. Participation in the sponsorship program is voluntary, but I strongly recommend that you complete and return the enclosed sponsorship request form. Additionally for those with children, a youth sponsorship program "kids in touch with kids" has been developed by the Family Service Center. A youth sponsorship request form can be obtained by contacting your local Family Service Center. Also available at your local Family Service Center is a videotape of the Camp Lejeune area, a comprehensive information handbook, and welcome aboard package filled with a variety of valuable information.

For those of you with a family, finding a home will probably be your foremost concern. In this regard, you must promptly submit a completed DD Form 1746 (can be obtained from any installation housing office) whether you desire to live in government quarters or not. Submission of this form will assist in the management of housing aboard Camp Lejeune and provide you with the maximum support upon your arrival. Placement on the housing waiting list will not occur until you report for duty (a control date will be assigned based on the detachment date from your former command). No commitment for off-base housing should be entered until you have made liaison with the Camp Lejeune Housing Officer (910-451-2895 or DSN 484-2895).

For SSgt and above: Bachelor quarters are limited; however, you must make liaison with the Bachelor Housing Officer and determine availability of quarters prior to making arrangement to live off base (SNCO's call 910-451-5262 or DSN 484-5262) (Officers call 910-451-2146 or DSN 484-2146).

ENCLOSURE (3)

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All incoming officers must check-in with Manpower located in Building #1 (Command Duty Officer located in Building #1 will endorse orders after normal working hours). All incoming enlisted personnel must check-in with Base Military Personnel located in Building #12 (Headquarters and Support Battalion Duty Officer located in Building #12 will endorse orders after normal working hours).

The following telephone numbers are provided for your information should problems arise while you are enroute or if additional information and/or assistance is needed:

Camp Lejeune Family Service Center: 910-451-5340 DSN 484-5340.

Base Military Personnel: 910-451-3040/3049 DSN 484-3040/3049.

Again, welcome aboard.

Semper Fi,

X. X. XXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

Encl:  
(1) Sponsorship Request Form

ENCLOSURE (3)

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SAMPLE SPONSORSHIP COORDINATOR LETTER

From: Commanding General, Marine Corps Base, Camp Lejeune  
To: Commanding Officer,

Subj: SPONSORSHIP ASSIGNMENT REQUEST

Ref: (a) BO 1320.6D

Encl: (1) Copy of sponsorship request form

1. Per the reference, assignment of a sponsor is requested for the Marine identified in the enclosure who is projected to be assigned to \_\_\_\_\_.
2. Please ensure copies of all correspondence is provided to this office relating to the requested sponsorship assignment.

By direction

ENCLOSURE (4)

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SAMPLE COMMAND SPONSOR ASSIGNMENT LETTER - OFFICER

From: Commanding Officer  
To:

Subj: ASSIGNMENT AS COMMAND SPONSOR

Ref: (a) MCO 1320.11E

Encl: (1) Copy of request for sponsor

1. You are hereby assigned as command sponsor for \_\_\_\_\_.

2. Your attention is invited to enclosure (9) of the reference which outlines information/services to be provided to incoming officers by command sponsors. A copy of your initial correspondence to the officer will be furnished to the Assistant Chief of Staff, Manpower, Building #1.

3. If you receive word of a tentative arrival date from the incoming officer, please notify the Manpower Department Secretary so that arrangements can be made for the officer to meet the Commanding General and/or Chief of Staff.

By direction

ENCLOSURE (5)

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## SAMPLE COMMAND SPONSOR ASSIGNMENT LETTER - ENLISTED

From: Commanding Officer  
To:

Subj: ASSIGNMENT AS COMMAND SPONSOR

Ref: (a) MCO 1320.11E

Encl: (1) Copy of request for sponsor

1. You are hereby assigned as command sponsor for \_\_\_\_\_.
2. Your attention is invited to enclosure (9) of the reference which outlines information/services to be provided to incoming enlisted Marines by command sponsors. A copy of your initial correspondence to the incoming enlisted Marine will be furnished to \_\_\_\_\_ who is this unit's sponsorship coordinator.
3. If you receive word of a tentative arrival date from the incoming enlisted Marine, please notify \_\_\_\_\_ who is the Base Military Personnel office sponsorship coordinator. The Base Military Personnel sponsorship coordinator should be able to provide the specific unit that the incoming enlisted Marine will be assigned.

By direction

ENCLOSURE (6)